

NIH Labor-Management Partnership Council Meeting Minutes  
Thursday, August 21, 2003

Attendees: Mark Morine, Joseph D'Ambrosio, Leonard Taylor, Sue Fishbein, Tim Wheelles, Stella Serras-Fiotes, Thomas Hayden, Rick Gomez, Paul Marshall, Bill Jirles (by telephone), Jessica Aquilino, Linda Tarlow

Facilitator: Fern Kaufman

Old Business: Minutes of the July 17, 2003 meeting were reviewed and approved.

New Business:

At the July meeting, Mr. Tony Clifford said that he would provide members with information regarding the loading dock management contract. Today members were given an e-mail from Mr. Clifford on the Dockmaster Program. Mr. Leonard Taylor pointed out that the sentence "The docks have not been identified as reserved for dock business..." should be "The docks are reserved ...".

Performance Appraisals: Ms. Sue Fishbein gave a presentation on the history of Performance Contracts: President Bush pushes accountability. Tommy Thompson decides to implement performance contracts. The contract started with SES, Senior Managers, and Executives. Then, the focus was on supervisors and managers. They were to be put on contracts as of March 31, 2003. Then, April 18<sup>th</sup>, Ed Sontag orders that the contract concept "cascade" to all employees so that performance plans reflect the broad goals of management performance plans. The addendum idea was to eliminate revising performance plans. The addendum is not a critical element. It is a tool to help all employees see how their work relates to objectives.

Program objectives are like the NIH mission, so everybody already works toward program objectives.

Ms. Fishbein clarified that the voluntary nature of the addendum is that management gets to either do the addendum or revise every performance plan.

Department needs to do this to get green light and as a consequence get an operating budget.

Ms. Fishbein says the goals will be worked into performance plans next year.

Mr. Mark Morine asked how as a mechanic he will be able to meet his critical element of fixing pumps if no disease is cured. Ms. Fishbein responded that of course he would not be held responsible for someone else's failure. The concept is that the goals trickle down to every employee. Mr. Morine points out that it appears to be designed for a contractor

atmosphere. Mr. Tim Wheelles agrees and says that we are all being treated more like contractors – it is the new model. Website: [www10D.NIH.GOV/OHRM](http://www10D.NIH.GOV/OHRM).

Mr. Bill Jirles asked for clarification on the issue of measurability. Mr. Wheelles answered that we need to try to tie curing disease to measurable goals.

Parking Changes: Mr. Tom Hayden said that 1,700 spaces that will be lost. He is hoping that 440 additional spaces will be picked up via additional stacking. Parking summary charts were handed out. Some extra space picked up around campus...temporary gravel areas. AM radio station will announce when lots are full. Ms. Stella Serras-Fiotes said the situation is not as bad as it used to be but still losing 300 spaces and people need to change their mindset. Spaces are being removed and replaced proportionately among the different categories of parking.

A-76 Update: Mr. Wheelles gave a follow up on questions from last meeting.

1. Mr. Richard Laubach requested that managers be told no direct conversions are allowed under A-76. According to Ms. Angela Stiles at OMB, and Mr. Wheelles' other research direct conversions are still allowed but do not count for A-76 credit. Ms. Stiles says no quotas are still in effect; rather, OMB negotiates with each Agency. HHS says the same numbers are applying in '04 (which is another 10%). Mr. Wheelles said we made a plan consistent with quotas and he was told to stick to the plan. The promise that everyone still has a job still applies. Mr. Taylor says controls over direct conversions provided some sense of employee rights...so if we choose to direct convert, we put employees in comparable jobs at comparable pay and show it is more efficient. Decisions cannot be capricious. Reasonableness and cost-analysis are required under the FAR. FAIR Act is focused on inventory; A-76 is the process. Mr. Taylor said that the President's management agenda starts with the FAIR ACT inventory and uses A-76 to compete it.
2. Mr. Laubach mentioned that MAPB was to be studied in '04 and wondered whether printing would be studied twice. The answer is that printing was restructured. Visual and Medical Arts will be studied. There is no guarantee that an area will not be studied more than once. There is no protection from "double jeopardy." The functions are studied and where they are is not relevant. Mr. Rich Southers put together a work group to identify sub-functions within visual and medical arts. Justifications must be provided for exclusions from the study (must be tangible and provided to HHS/OS). Printing could possibly be excluded from the scope of the study. Ultimately Steering Committee gives the stamp of approval to the scope of the study. When review is officially announced, letters will be sent to employees. Mr. Jirles asked how notice is given. He asked whether 2004 IC's have sent in lists of who performs functions. Mr. Wheelles said no. He does not have complete lists. He only has lists showing employees where a preponderance of duties is under review. Mr. Jirles asked whether all IC's have submitted names. Mr. Wheelles said yes – all employees are listed in the FAIR

ACT Inventory as to where the employees spend the majority of their time. Now lists are being refined to include people who spend any time on a task under review. Mr. Wheelles hopes to announce around October but once an announcement is made, the agency has 12 months to do a review. Agency can request 18 months as an extension and plans to do so. Mr. Jirles asked how announcement will be made. Mr. Wheelles is not sure...his office or IC. Letters to employees will go out almost simultaneously with announcement of the list. Mr. Joe D'Ambrosio asked who grants the extension. Mr. Wheelles says Ed Sontag. Mr. Wheelles will try to get 18 months.

Property support and extramural update is that private bids are under review by the Source Selection Authority. Follow-up questions are being asked of vendors. Source Selection Authority says:

1. Vendor wins; or
2. All vendors deficient; MEO wins; or
3. then opens bids and compares to MEO.

Then transition period begins – anything over a year is suspect. Mr. Wheelles plans to ask for a 6-month extension.

Once reviews in '03 are done, we will have done more than 10%, so we are trying to get credit for that in '04.

Trying to use administrative reduction numbers and IT consolidation as A-76 initiatives.

Miscellaneous: Ms. Linda Tarlow said that on the agenda next month a discussion of the future of the amount of official time unions need for A-76 issues.

Mr. Morine requests that John Dattoli respond on Flextour.

Discussion of upcoming Flextime for Transportation. Ms. Tarlow will send proposal to Union.

Mr. Jirles asked about teleworking. It was suggested that he contact Work & Family Life. Mr. Wheelles says the Office of Strategic Planning is teleworking and he will check with them.